

## How to use Photo Story 3

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If you brought your own digital images and music files, create a new folder in your home directory; assign it any appropriate name; copy your files into that folder.

If you did not bring your own digital images and music, Navigate to T: Business/Photo Story 3 Session and copy that folder into your home directory. This folder contains sample images and a music file.

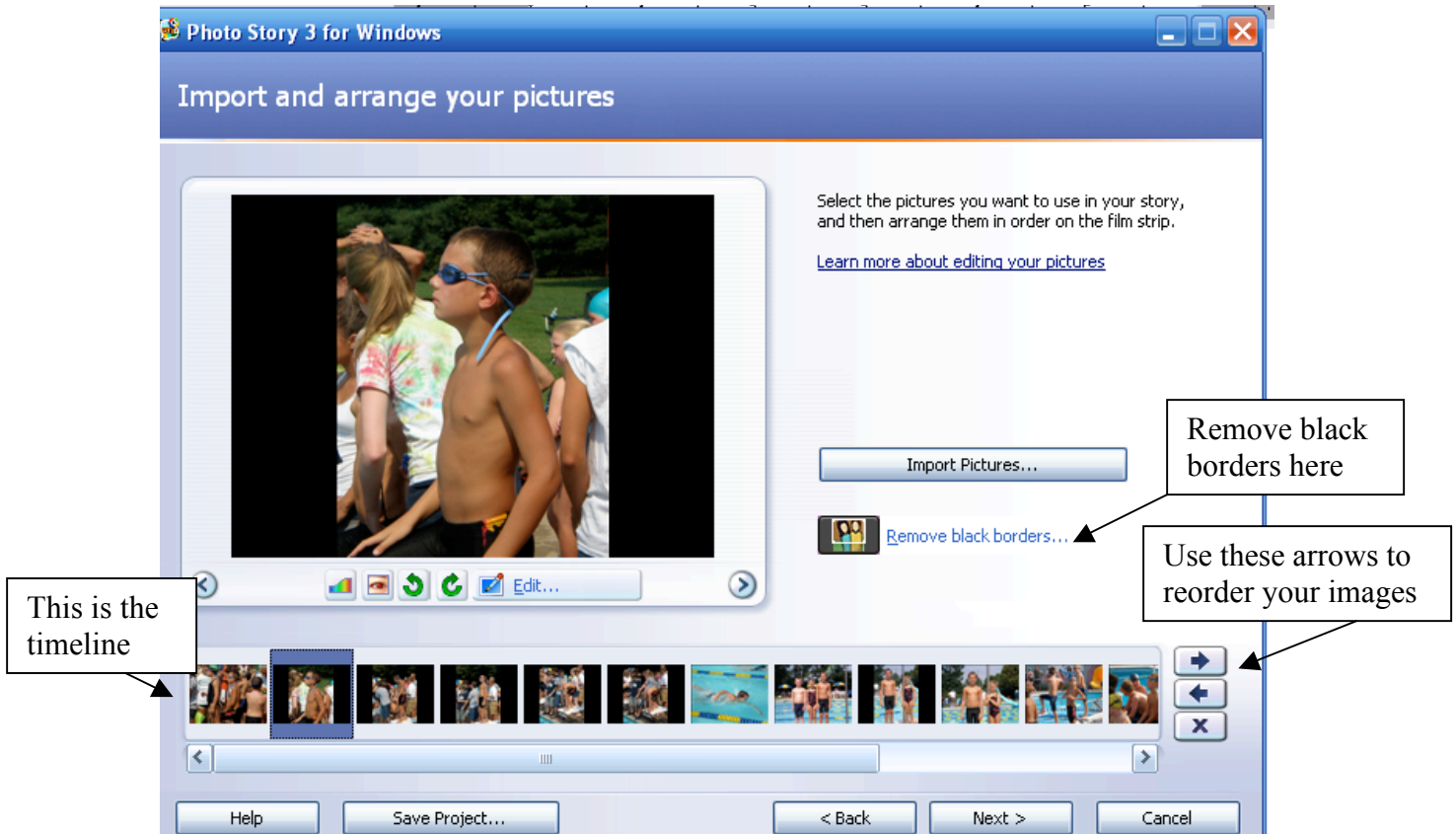
### Step 1: Welcome to Photo Story 3 for Windows

1. Open Photo Story 3
2. Select *Begin a new story*
3. Click *Next* at the bottom of the screen



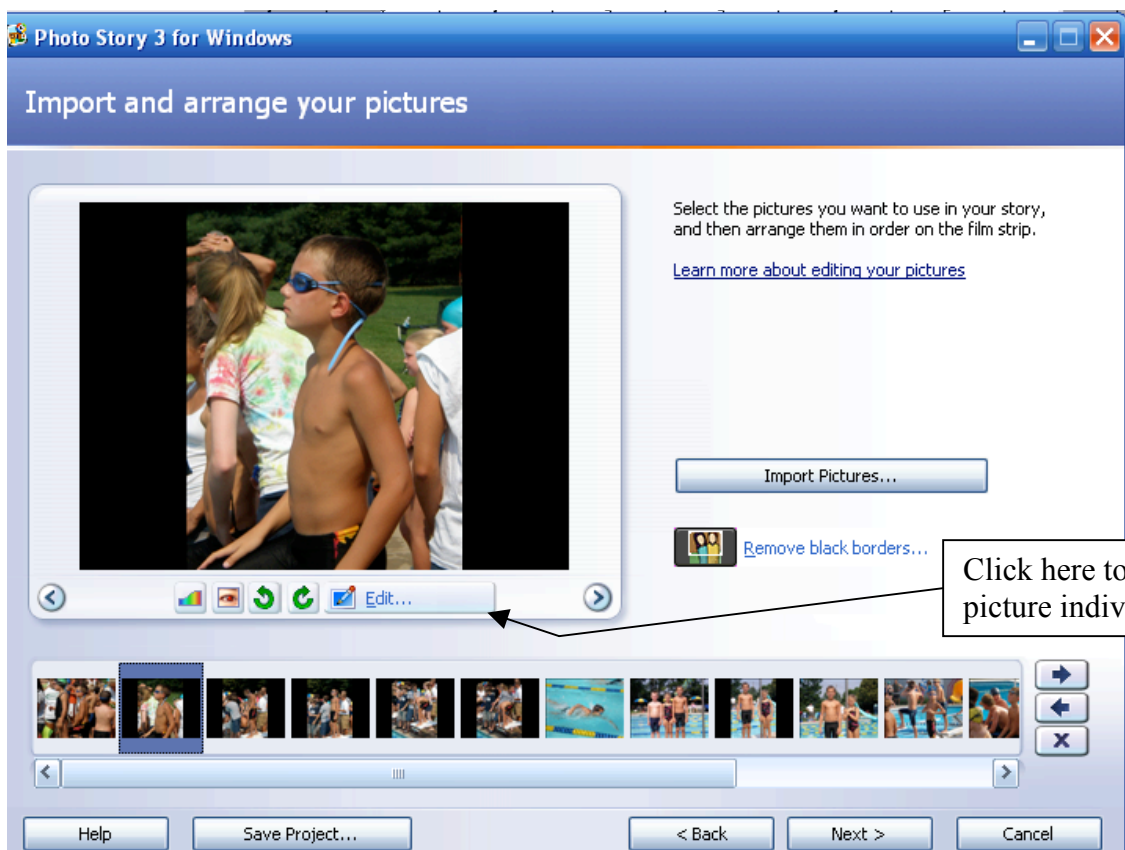
## Step 2: Import and arrange your pictures

1. Click *Import Pictures*. Go to the folder where your digital images are stored. Select all of your images and click *OK*. The images will be loaded into Photo Story 3.
2. You can reorder the images either of two ways:
  - a. Click and drag the image on the timeline, or
  - b. Select an image and move it left or right on the timeline using the arrow buttons located at the right side of the timeline.



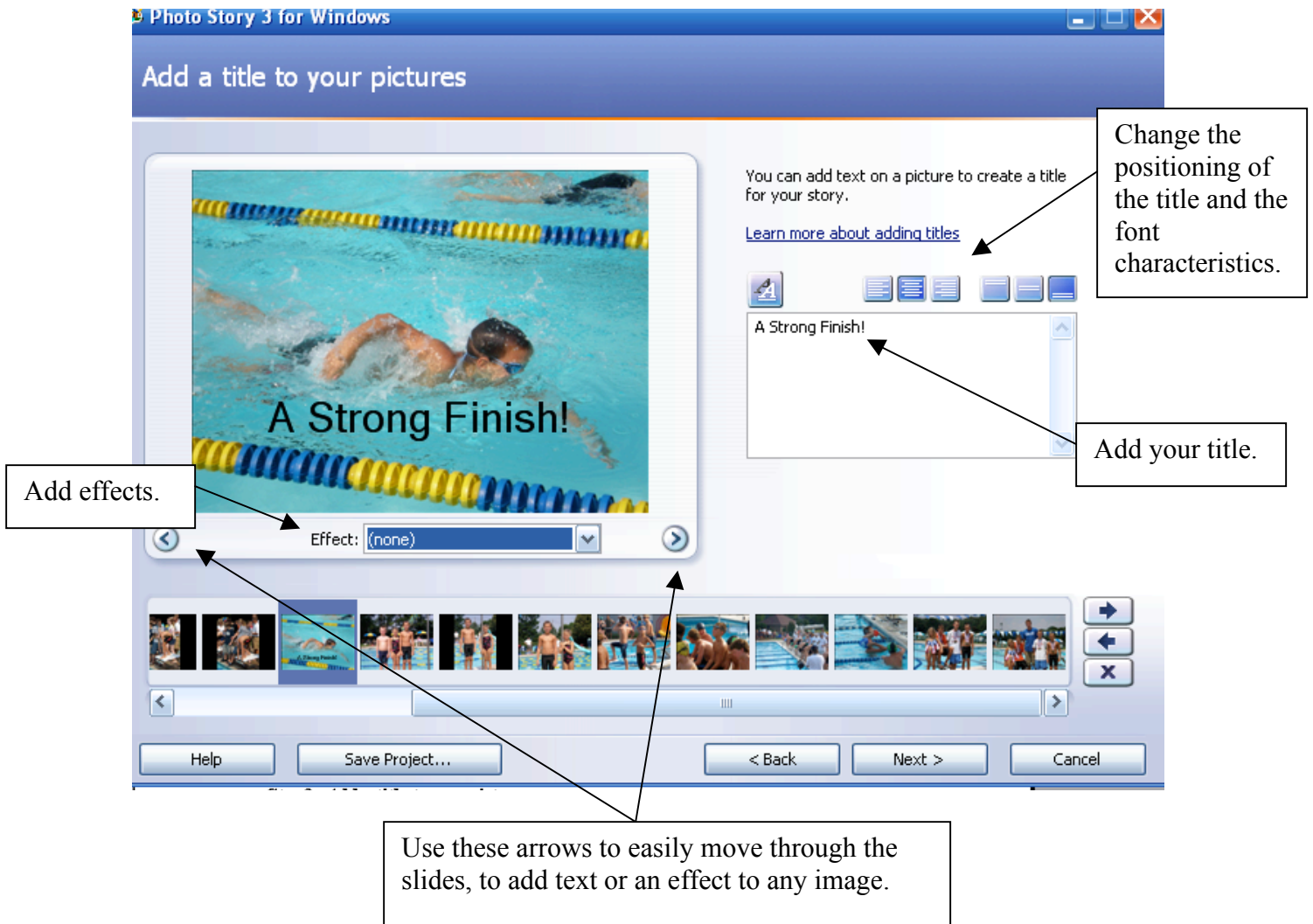
3. You can choose to remove the black borders around your vertical images. If you elect to do so, click *Remove black borders...*. At this point, Photo Story 3 will convert your vertical shots into horizontal shots by cropping them. You will choose whether or not the cropping is acceptable. If you like how the program cropped the picture, click *Yes*. If you do not like how the program cropped the picture, consider re-cropping it yourself according to the instructions in the Removing Black Borders window. I recommend you do not click *Yes to All*. Instead, look at each picture individually. Click *OK*.

4. You can choose to edit your images. Click *Edit* in the picture box.
  - a. Rotate and Crop – directions are self explanatory
  - b. Auto Fix – allows you to correct contrast, color levels and red eye
  - c. Add Effect – allows you to add a special effect to each picture. Special effects include, None, Black and White, Chalk and Charcoal, Colored Pencil, Diffuse Glow, Negative, Outline-Black, Outline-Grey, Sepia, Washout, and Water Color.
5. Before moving on to Step 3, select *Save Project* at the bottom of the screen. Photo Story will create a .wp3 file. Save your project in the same folder where your pictures and music are located.
6. Click *Next* at the bottom of the screen.



### Step 3: Add a title to your pictures

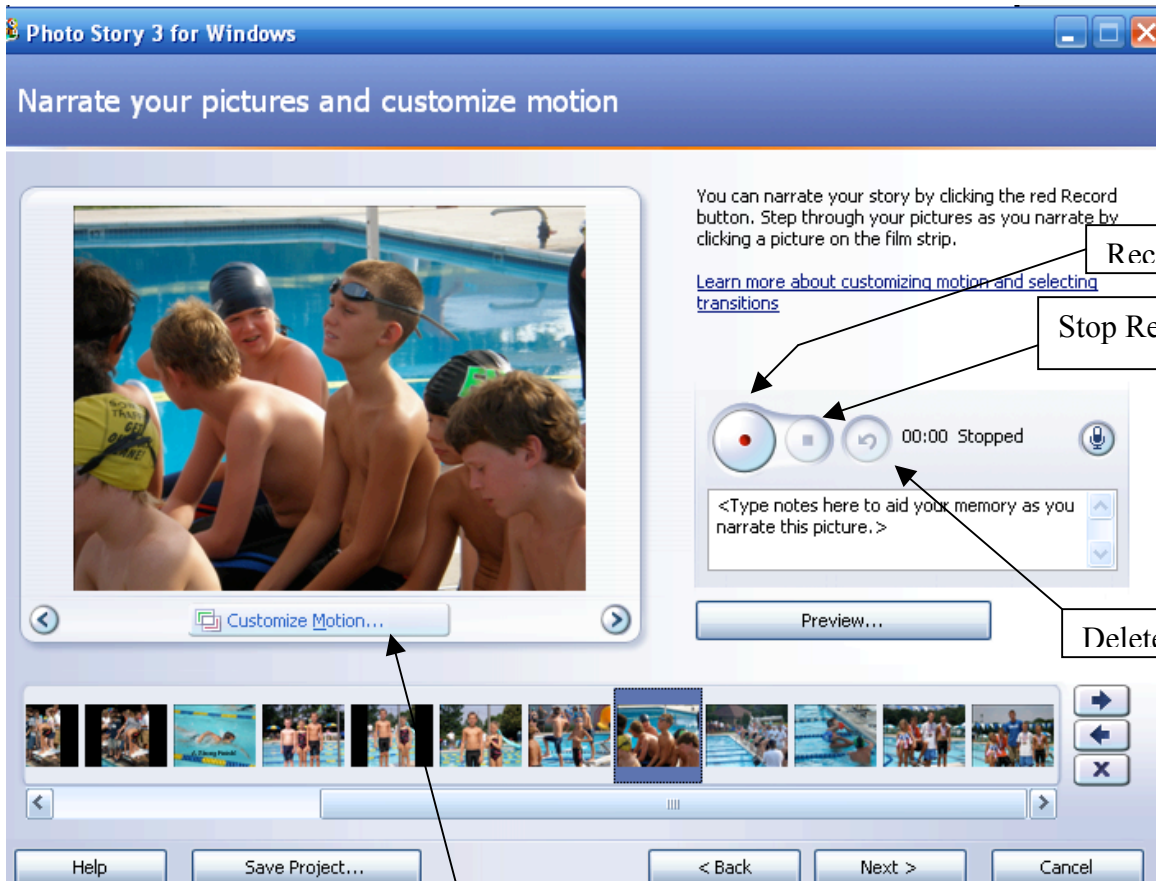
1. Add Titles: Click the picture to which you'd like to add text. Type the text into the window. Use the tools to position the title on the slide, and to change the font characteristics.
2. Add Effects: Click on *Effect* in the bottom, center of the picture window. This is another way to add the same effects you could have added in Step 2 earlier.



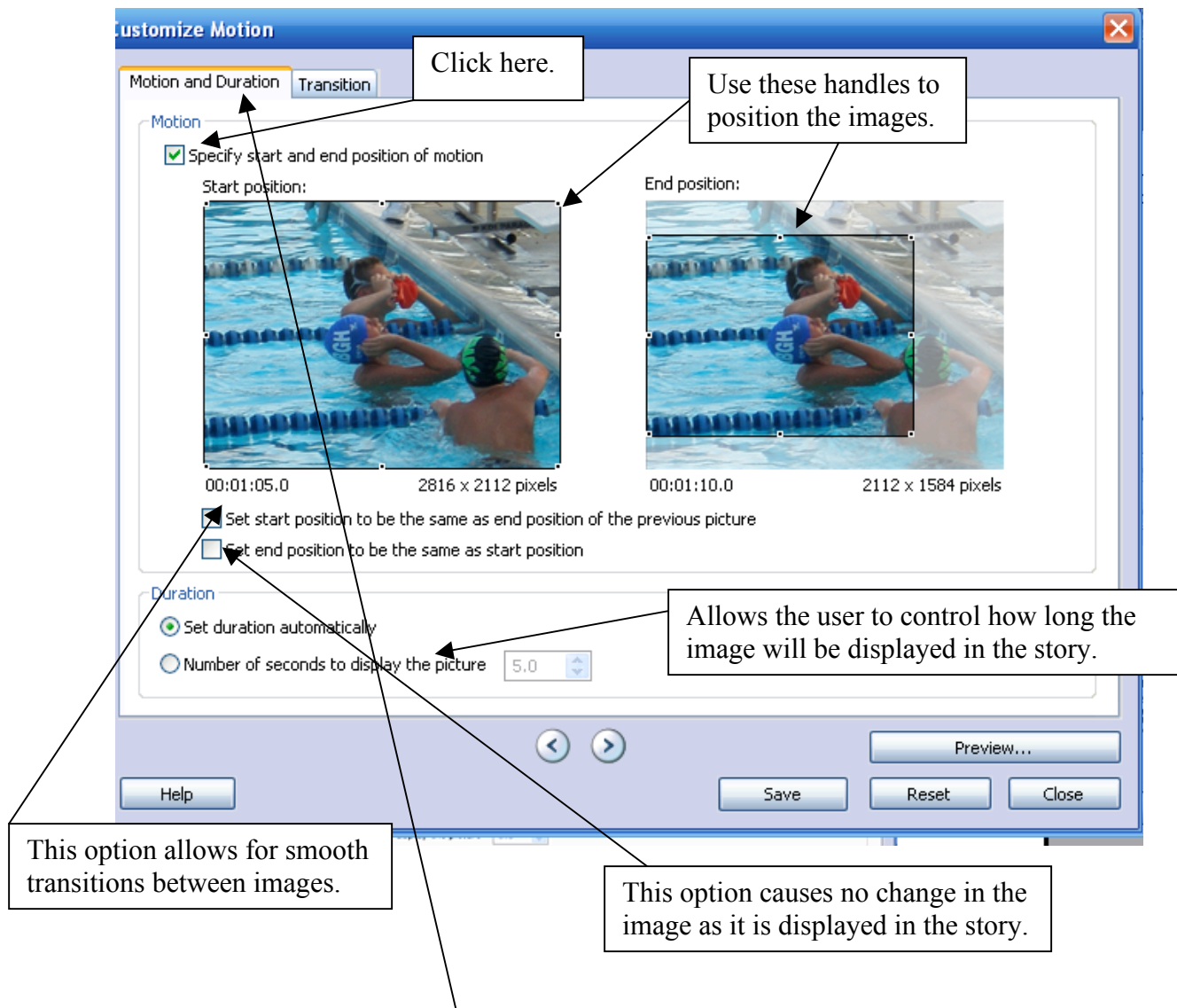
3. Before moving on to Step 4, select *Save Project* at the bottom of the screen.
4. Click *Next* at the bottom of the screen.

## Step 4: Narrate your pictures and customize motion

1. Narrate:
  - a. Insert your microphone in your computer.
  - b. From the timeline, select the image on which you want to record sound.
  - c. Click the *Record Narration* button.
  - d. Record your narration then click on the *Stop Recording* button.
  - e. Preview your narration by clicking *Preview*.
  - f. If you are not satisfied with the narration and want to redo it, click the *Delete Narration* button and try again.



2. Customize Motion:
  - a. From the timeline, select the image with which you want to work. I recommend starting with the first image in the timeline.
  - b. Click the *Customize Motion* button in the bottom, center of the picture window.

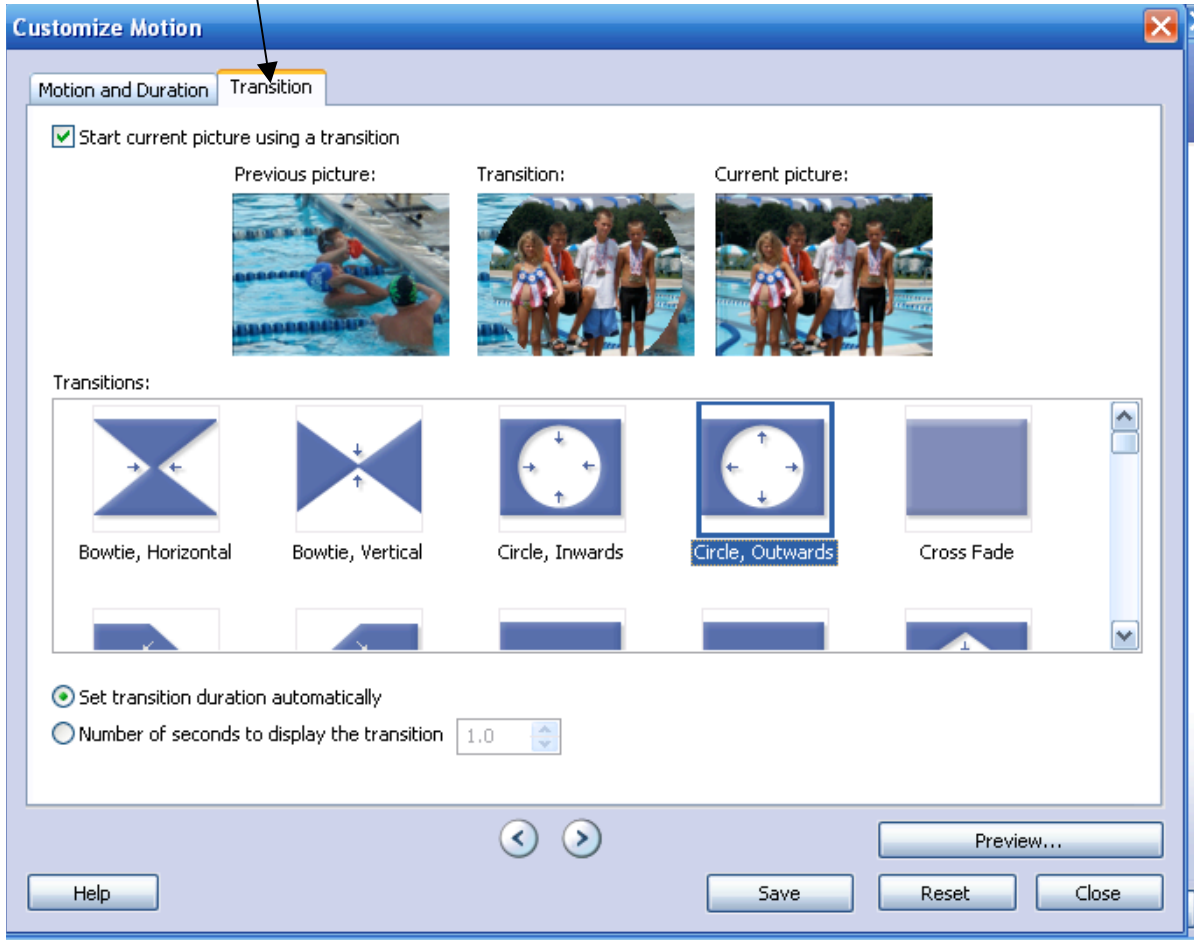


c. Motion and Duration tab:

- i. Allows you to set pans and zooms for every image.
- ii. Click *Specify start and end position of motion*. Handles appear around both images. Use the handles to position the images for the desired effect. This image will start larger then zoom in.
- iii. Click *Preview* to preview the effect.
- iv. Click *Save* to save the effect. **Note:** This does not save the project, only the image effect.
- v. Use the arrows at the bottom of the window to move through and set the motion/duration for all images in the timeline.



- d. Transition tab:
  - i. Allows you to create transitions between slides.
  - ii. While many transition options are offered, most digital storytellers limit the use of transitions because they can make a project too “busy”, and take away from the story. Don’t overuse!
  - iii. Note: Cross Fade is the default transition in Photo Story 3.



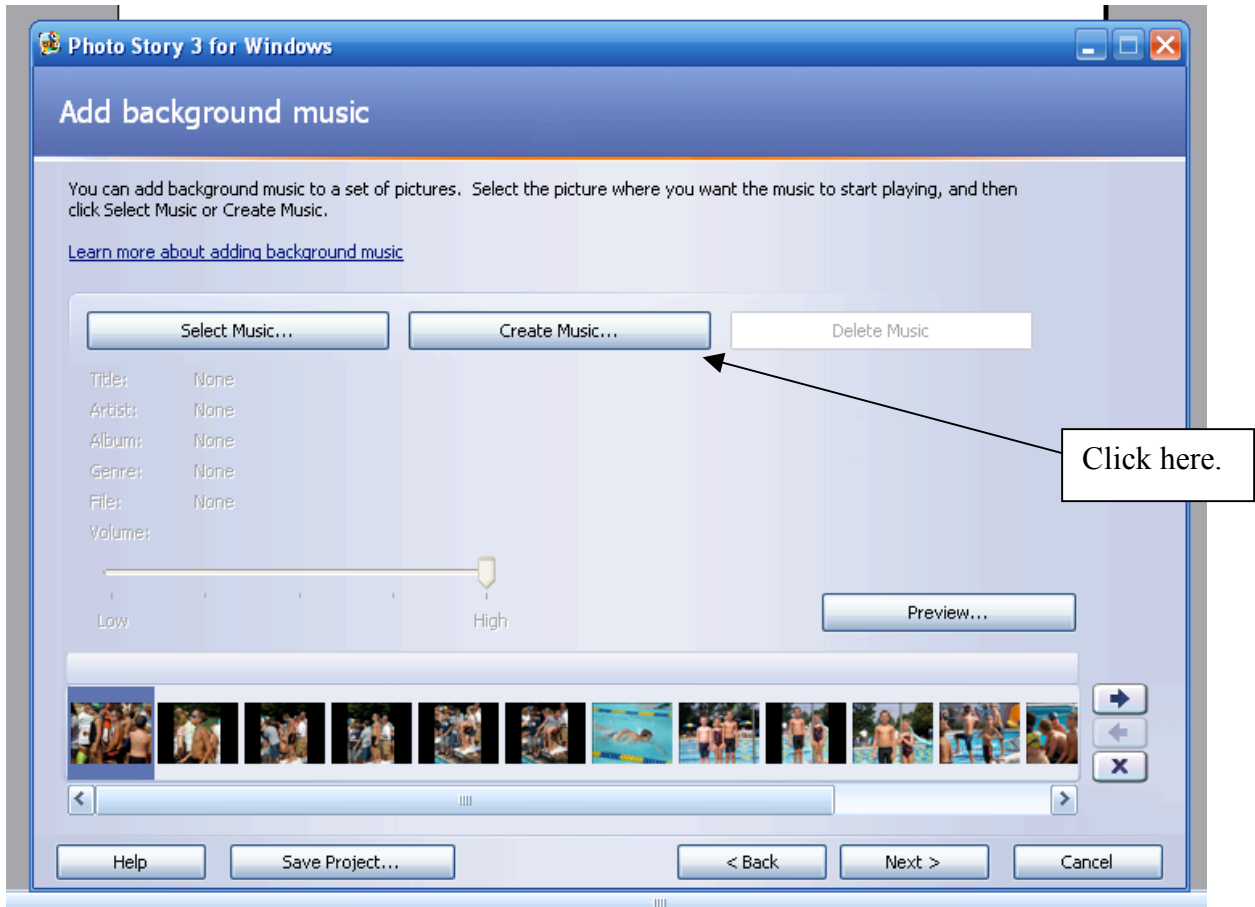
- iv. Photo Story 3 displays the previous picture and the current picture with the transition between them.
- v. Use the scroll bar to select among the various transition options.
- vi. Click *Preview* to preview the selected transition.
- vii. Click *Save*. **Note:** This does not save the project, only the image transition.
- viii. Use the arrows at the bottom of the window to move through and set the transition for all images in the timeline.
- ix. Click *Close*.

3. Before moving on to Step 5, select *Save Project* at the bottom of the screen.

4. Click *Next* at the bottom of the screen.

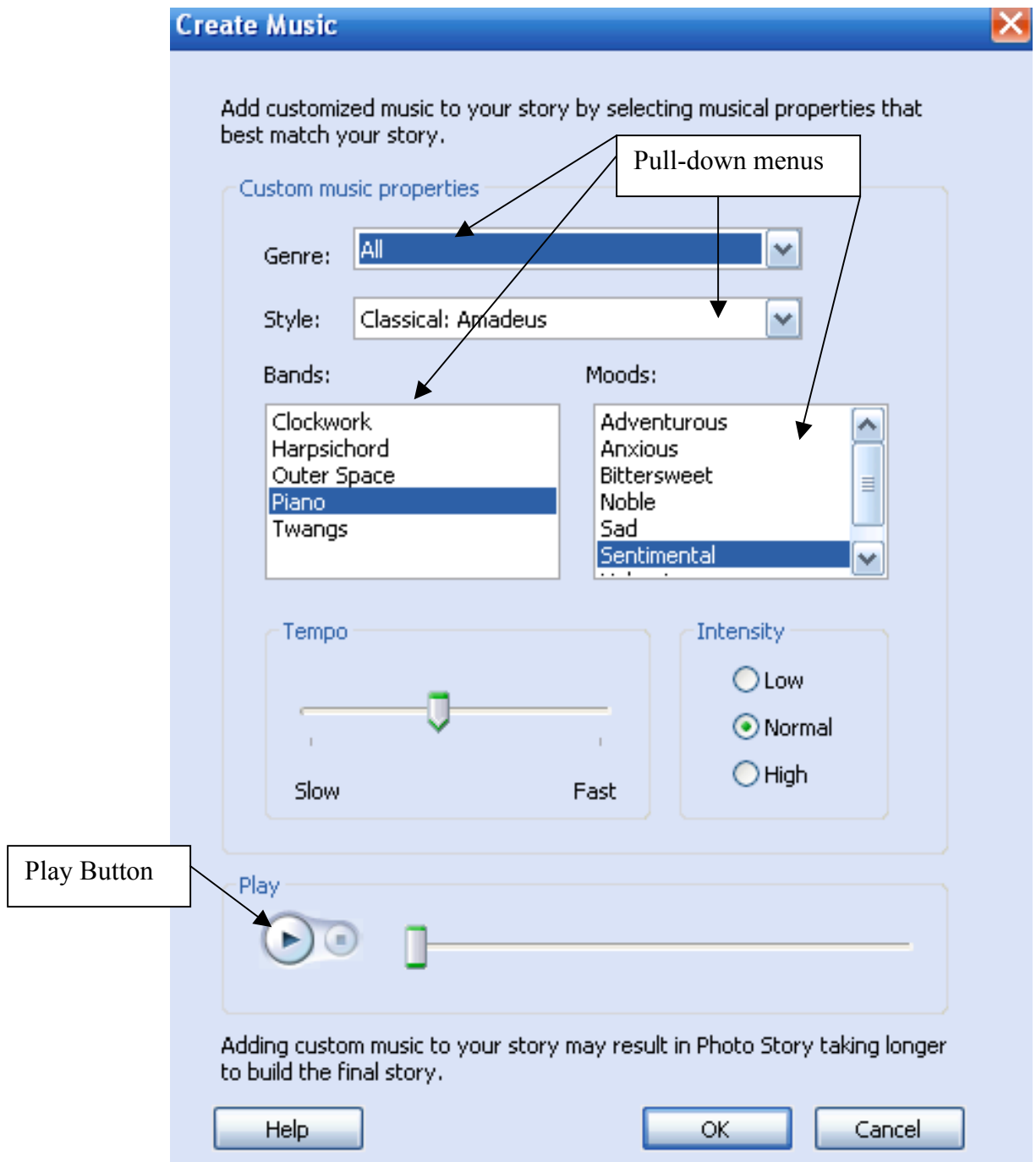
### Step 5: Add Background Music

1. On the timeline, select the image where you want the music to start.
2. Add music by clicking either the *Select Music* button or the *Create Music* button.
  - a. The Select Music button allows you to select mp3 files from a source outside of Photo Story. This option is self explanatory.
  - b. The Create Music button allows you to use the music options available within Photo Story 3. Let's try this option...
    - i. Select the *Create Music* button.

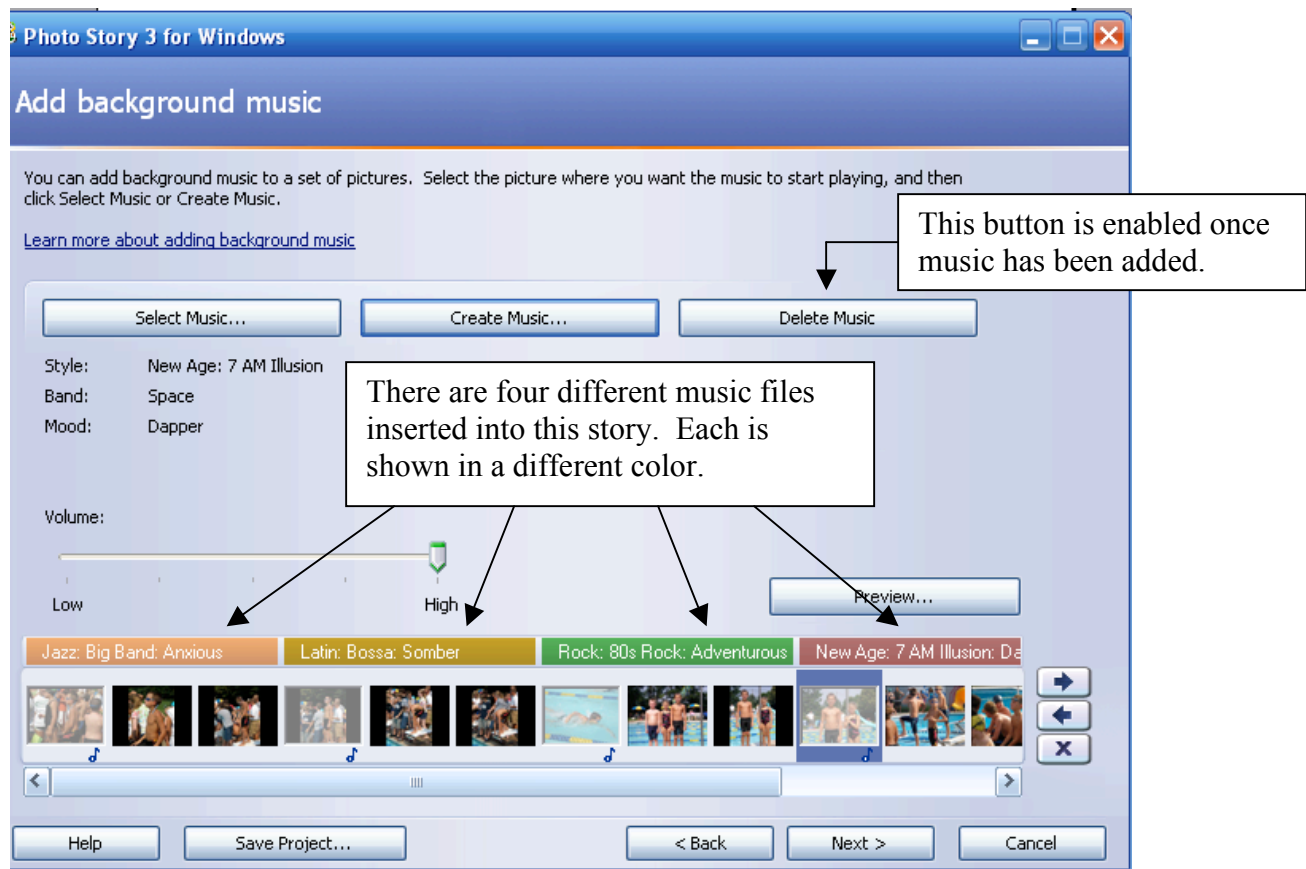




- ii. Use the various pull-down menus to choose different genres, styles, bands and moods.
- iii. Click the *Play* button to preview the music.
- iv. If you like the music, click *OK*, and the music will be loaded into the story starting at the image you had selected in step 1 above.



3. The music will play until the song ends, or until new music is added to the timeline. Add more music to the timeline by selecting another image in the timeline and repeating the previous steps.
4. Each piece of music appears above the timeline in a different color.
5. Photo Story 3 will automatically drop the level of the first music track and transition into the second music track, and so on...



6. Click *Preview* to test the music
7. Before moving on to Step 6 select *Save Project* at the bottom of the screen.
8. Click *Next* at the bottom of the screen.

### Step 6: Save your story

1. This process is known as rendering. It creates a Windows Media Player file (.wmv) from your Photo Story 3 file (.wp3)
2. The Photo Story 3 file (.wp3) is not altered. It will always be available for you to make further changes then re-render.
3. Activities - Select how you want your story to be saved. Typically, users choose the *Save your story for playback on your computer* option. This creates a file easily played back on a computer.
4. File Name - Choose a location to store the file.
5. Quality Settings - 640x480 works well for playback on a computer. Choose 320x240 if you plan to post the story online.
6. Save your project one last time by selecting *Save Project* at the bottom of the screen.
7. Click *Next*. Photo Story 3 will render your story.

